

DEPARTMENT OF SOCIAL SERVICES

44 P Street, Sacramento, CA 95814



July 29, 1988

ALL COUNTY LETTER No. 88-95

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROGRAM COORDINATORS
ALL COUNTY PROGRAM FISCAL OFFICERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1988/89
COUNTY PLAN

REFERENCE: WELFARE AND INSTITUTIONS CODE, SECTIONS 12300, ET. SEQ.

Purpose

The purpose of this letter is to initiate development of the FY 1988/89 IHSS County Plan. Welfare and Institutions Code (WIC) Section 12301 requires each County to submit a plan to the State Department of Social Services (SDSS) which demonstrates how it will operate its In-Home Supportive Services (IHSS) Program within its allocation. It is essential that each County Plan be fully justified with well developed rationales supporting projected expenditures on the basis of planned IHSS program operations.

Budgetary Considerations

A. Effective July 1, 1988 Chapter 1438, Statutes of 1987 (SB 412) changed the State/County funding relationship in the IHSS Program and eliminated authority for Counties to implement program reductions in order to remain within their allocations. The implementation of this law and its impact are described in All-County Letter 88-75. While the law makes the County Plan even more important than in previous years, the contents and format remain unchanged.

B. Funds to pay for the increase in the minimum wage that became effective July 1, 1988 are included in the State Budget. In Counties with only one wage step for Individual Providers (IP) at the minimum wage, it is estimated that the hourly cost including employer taxes and benefits will be \$4.62 per hour. However, this average does not apply to Counties whose IP wage rate already exceeds the new minimum wage or who have more than one wage step. Funding to cover the increase in the new minimum wage is already included in County allocations.

C. Funding for retroactive payments pursuant to court order in the Miller v. Woods case is not included in County allocations at this time. Since it is too early to tell how large the payments will be and in which Counties they will occur, projected costs of the Miller v. Woods case should not be included in this County Plan. Miller funds will be allocated as the year progresses based upon actual County expenditures. Projected costs will be included in the Midyear Update in February 1989.

D. There is no appropriation for a Provider Cost-Of-Living Adjustment (COLA) this year.

E. The caseload projection for FY 1988/89 has been provided in the Allocation All-County Letter. The projection has been displayed on a quarterly basis consistent with the County Plan format. Counties may either use the numbers provided, or derive their own. Counties which choose to use their own caseload projection must fully document the method used in footnotes attached to the plan, and explain why the County method is preferable to a straight line projection of caseload. In either event, the caseload projection is subject to approval by SDSS.

F. In order for the County Plan to accurately predict costs, it is necessary for managers in each County to first identify the potential impact of policy, procedural and organizational changes initiated at both the State and County levels which impact program costs before completing the attached exhibits.

If a County plans to significantly change its operation during the current year, i.e., change in modes of delivery, two exhibits "E" will be required: the first Exhibit E should display the status quo as if no change in operations were planned; the second Exhibit E should reflect the planned changes. In this manner, the two exhibits can be compared to evaluate the impact of the changes.

G. Because the Contract and Welfare Staff modes of delivery are more expensive per hour than the Individual Provider mode, increased use of these modes is limited to growth rates used to develop the IHSS appropriation in the annual Budget Act (See All-County Letter 88-75). In the Contract mode, caseload and hours-per-case growth were budgeted at 4.5% and 1.5% respectively. In the Welfare Staff mode, growth in total expenditures was budgeted at 4.0%. If program growth in your County is projected to exceed these rates in FY 1988-89, the excess must be accounted for in the Individual Provider mode. County Plans not in conformance with this policy will be revised during the State review and approval process.

Format and Instructions

This year's County Plan consists of Exhibits A through G (attached). Instructions for completing Exhibits A through E are also attached. Note that lines are designated numerically and columns are designated alphabetically. Also, note that the columns run consecutively through the exhibits in order to eliminate confusion, i.e., Exhibit A includes columns A through D, and Exhibit B includes columns E through H, etc. Exhibits F, and G are self explanatory.

Exhibits A through E have again been programmed on an IBM compatible personal computer (PC) using the Lotus 1-2-3 spreadsheet program. Counties wishing to use a PC to develop and print their plan may request a copy of the spreadsheet on floppy disk by calling Mr. Joe Ormond (Humboldt) at (707) 445-6024. Counties using the computer spreadsheet are urged to return a copy of the completed exhibits either on floppy disk or via telecommunication, with their official signature copy of the updated plan. Those wishing to use telecommunication should call Mr. Terrell Jordan at (916) 323-9034 to make arrangements.

Exhibit C is used to array information regarding the Welfare Staff mode. A distinction is made between providing Direct Services versus Case Management Activities; consequently, be sure to review the detailed instructions for Exhibit C.

Exhibit F is a carry-over from prior years in order to provide each IHSS analyst with a list of county staff to contact in the event questions should arise during the County Plan review process.

The purpose of Exhibit G is to collect information on County outreach efforts, in order to complete the annual report to the Legislature required by WIC Section 12301 (AB 1470, etc.). The Case Management Information and Payrolling System (CMIPS) will generate the remainder of the data for this report.

Due Date and IHSS Analyst Assignments

The County Plan must be completed and returned to this office by August 31, 1988. It is important that all Counties meet this statutory due date in order for the Department to approve County Plans and assess the statewide financial picture timely, taking into consideration input from all Counties.

Please address completed County Plans (including optional floppy disks) to:

State Department of Social Services
Adult Services Bureau
744 P Street, M.S. 6-536
Sacramento, CA 95814

If your County needs assistance in the completion of this plan, please contact your IHSS Analyst (see attached list).



LOREN D. SUTER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

COUNTIES	Sal Barajas 323-9065	Myrllys Hollis 445-1749	Liz Peralta 322-0197	Frank Fong 322-0869	
ALAMEDA	X				
ALPINE				X	
AMADOR				X	
BUTTE				X	
CALAVERAS				X	
COLUSA			X		
CONTRA COSTA			X		
DEL NORTE			X		
EL DORADO			X		
FRESNO			X		
GLENN			X		
HUMBOLDT				X	
IMPERIAL		X			
INYO			X		
KERN			X		
KINGS		X			
LAKE				X	
LASSEN				X	
LOS ANGELES			X		
MADERA	X				
MARIN	X				
MARIPOSA	X				
MENDOCINO			X		
MERCED	X				
MODOC	X				
MONO		X			
MONTEREY		X			
NAPA	X				
NEVADA			X		
ORANGE			X		
PLACER			X		
PLUMAS	X				
RIVERSIDE				X	
SACRAMENTO				X	
SAN BENITO	X				
SAN BERNARDINO				X	
SAN DIEGO	X				
SAN FRANCISCO	X				
SAN JOAQUIN		X			
SAN LUIS OBISPO				X	
SAN MATEO	X				
SANTA BARBARA	X				
SANTA CLARA		X			
SANTA CRUZ		X			
SHASTA		X			
SIERRA		X			
SISKIYOU		X			
SOLANO			X		
SONOMA		X			
STANISLAUS				X	
SUTTER				X	
TEHAMA			X		
TRINITY	X				
TULARE			X		
TUOLUMNE		X			
VENTURA			X		
YOLO				X	
YUBA		X			
GRAND TOTAL					

**EXHIBIT A — FY 87-88 IHSS PROGRAM EXPENDITURES —
INDIVIDUAL PROVIDERS**

COUNTY _____

MONTHS	A OPEN CASES	B PAID CASES	C HOURS PAID	D EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

EXHIBIT B — FY 87-88 IHSS PROGRAM EXPENDITURES — CONTRACT

MONTHS	E OPEN CASES	F PAID CASES	G HOURS PAID	H EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

EXHIBIT C — FY 87-88 IHSS PROGRAM EXPENDITURES — WELFARE STAFF (DIRECT SERVICES)

MONTHS	I AUTHORIZED CASES	J CASES SERVED	K HOURS SERVED	L TIME STUDY HOURS	M CASEWORK COST	N OVERHEAD COST	O TOTAL EXPENDITURES
July							
August							
September							
1st Quarter							\$
October							
November							
December							
2nd Quarter							\$
January							
February							
March							
3rd Quarter							\$
April							
May							
June							
4th Quarter							\$

WELFARE STAFF (IP SUPERVISION)

	L TIME STUDY HOURS	M CASEWORK COST	N OVERHEAD COST	O TOTAL EXPENDITURES
1st Quarter				\$
2nd Quarter				\$
3rd Quarter				\$
4th Quarter				\$

COUNTY

EXHIBIT D — IHSS QUARTERLY ACTUALS

	P FY 87-88 FIRST QUARTER	Q FY 87-88 SECOND QUARTER	R FY 87-88 THIRD QUARTER	S FY 87-88 FOURTH QUARTER	T FY 87-88 TOTAL
CASELOAD					
1. Open Cases					
2. Paid Case Rate					
3. Paid Cases					
INDIVIDUAL PROVIDER MODE					
4. Paid Cases					
5. % of Caseload					
6. Total IP Hours					
7. Hours/Case					
8. Cost/Hour					
9. Total IP Cost					
CONTRACT MODE					
10. Paid Cases					
11. % of Caseload					
12. Total Contract Hours					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost					
WELFARE STAFF (DIRECT SERVICES)					
16. Paid Cases					
17. % of Caseload					
18. Total Service Hours					
19. Hours/Case					
20. Cost/Hour					
21. Total Service Cost					
WELFARE STAFF (IP SUPERVISION)					
22. Time Study Hrs. x 3					
23. Cost/Hour					
24. Total Supv. Cost					
25. Other Costs					
TOTAL PROGRAM COST					
26. Total Paid Hours					
27. Hours/Case					
28. Cost/Hour					
29. Total Program Cost					

HIBIT E — IHSS QUARTERLY ESTIMATES

COUNTY

	REF. #	U FY 88-89 FIRST QUARTER	REF. #	V FY 88-89 SECOND QUARTER	REF. #	W FY 88-89 THIRD QUARTER	REF. #	X FY 88-89 FOURTH QUARTER	REF. #	Y FY 88-89 TOTAL
CASELOAD										
1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
INDIVIDUAL PROVIDER MODE										
4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		\$		\$		\$		\$		\$
CONTRACT MODE										
10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		\$		\$		\$		\$		\$
WELFARE STAFF (DIRECT SERVICES)										
16. Paid Cases										
17. % of Caseload										
18. Total Service Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total Service Cost		\$		\$		\$		\$		\$
WELFARE STAFF (IP SUPERVISION)										
22. Time Study Hrs. x 3										
23. Cost/Hour										
24. Total Supv. Cost										
25. Other Costs										
TOTAL PROGRAM COST										
26. Total Paid Hours										
27. Hours/Case										
28. Cost/Hour										
29. Total Program Cost		\$		\$		\$		\$		\$

COUNTY

EXHIBIT F — COUNTY CONTACT LIST — ADULT SERVICES

COUNTY

ADDRESS

CONTACTS

TITLE	NAME	TELEPHONE NUMBER
Director		
Assistant Agency Director		
Adult Services Division Supervisor		
Adult Program Specialist		
IHSS and APS Section Supervisor		
Fiscal Section Supervisor		
Contracts Section Supervisor		
Payroll Section Supervisor		
Program Analyst		

OTHER CONTACTS:

Prepared by:		

SIGNATURE

NAME

DIRECTOR

DATE

EXHIBIT G — OUTREACH — FY 1988-89 COUNTY PLAN

In accordance with the requirement above, please list which methods of outreach are currently being utilized in your county.

INSTRUCTIONS

INSTRUCTIONS FOR EXHIBIT A

- General - The overall purpose of Exhibit A is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (A) This column represents the total number of IP cases authorized to receive services during the month. Entries must reconcile with the Management Statistics Summary - "Total Cases" (Authorized Caseload Movement).
- Column (B) This column represents the count of paid cases. Entries must reconcile with the Management Statistics Summary - "Total Recipients."
- Column (C) This column represents the number of paid service hours during the month. Entries must reconcile with the Management Statistics Summary - "Total Hours".
- Column (D) This column represents the sum of "Total Wages, Restaurant Meal Allowance, and Total Social Security and Unemployment" found on the Management Statistics Summary.

Add each column to derive the totals for each quarter.

INSTRUCTIONS FOR EXHIBIT B

- General - The overall purpose of Exhibit B is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (E) This column represents the total number of contract cases authorized to receive services during the month, regardless of whether a payment was made or services delivered (Source, County Records).
- Column (F) This column represents the total number of cases for which services were paid during the month (Source, Management Stat. Summary (MSS) titled "Paid" subtitled "Total Cases").
- Column (G) This column represents the actual number of service hours paid for in the month, regardless of when served (Source, MSS titled "Paid" subtitled "Total Hours").
- Column (H) This column represents the total IHSS contract cost paid during the month. This figure must reconcile to the quarterly administrative claim (Form DFA 325.1B), as audited by the Department of Social Services.

Add each column to derive the totals for each quarter.

INSTRUCTIONS FOR EXHIBIT C

General - The overall purpose of Exhibit C is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.

IP Supervision -- To date, 20 counties have been exempted from the restrictions of All County Letter 83-84, which prevents counties from claiming the case management/ IP supervision activities of county employees against the IHSS Program Allocation, and instead requires them to charge such activities to their County Services Block Grant (CSBG) allocation. If your county is allowed to claim IP supervisory activities to the IHSS Program allocation, the following instructions apply (otherwise only the upper section of the exhibit need be completed).

The Welfare Staff mode of delivery is treated as one single activity for quarterly time study and claiming reimbursement on the quarterly Administrative Expense Claim. In the IHSS County Plan, however, a distinction is made between providing Direct Services to recipients, i.e., mopping floors, washing dishes, personal grooming, etc., versus Case Management Activities which are labeled IP Supervision. Examples of IP Supervision include:

- a) assisting recipients to select a suitable IP;
- b) resolving IP payrolling problems;
- c) inspecting the work of the provider;
- d) advising recipients how to better supervise their providers, etc.

The total time study hours (L), Casework (M) and Overhead (N) Costs for each quarter must reconcile to the quarterly administrative expense claim. However, prior to completing Exhibit C, the county must determine the pro-rata share of time spent by county staff each quarter in providing direct services to recipients versus supervising individual providers. In order to do this, it will be necessary to refer to the time studies of IHSS Staff for the months of 8/87, 11/87, 2/88 and 5/88. Once this prorata split is determined for each quarter, the total time study hours (L), Casework (M) and Overhead (N) Costs for each quarter should then be prorated and entered accordingly between the two sections of the exhibit.

Column (I) This column represents the total number of Welfare Staff (WS) cases authorized to receive services during the month (Source, County Records).

Column (J) This column represents the total number of WS cases actually served during the month (Source, MSS titled "Paid" subtitled "Total Cases" using total line for homemakers).

- Column (K) This column represents the actual number of WS recipient hours served during the month (Source, MSS titled "Paid" subtitled "Total Hours" using total line for homemakers).
- Column (L) This column represents the total number of WS hours time studied, by quarter, for county staff (DFA 47, Line A). (Must be identified separately for Direct Services versus IP Supervision).
- Column (M) This column represents the total cost of WS charged to the IHSS Program by quarter. This column must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column I), as audited by the Department of Social Services. (Must be identified separately for Direct Services versus IP Supervision).
- Column (N) This column represents the total cost of allocable overhead charged to the IHSS Program by quarter. The allocable overhead must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column K). (Must be identified separately for Direct Services versus IP Supervision).
- Column (O) This column represents the totals of columns (M) and (N) by quarter.
- Add columns I, J and K to derive the totals by quarter.

INSTRUCTIONS FOR EXHIBIT D

- General - The overall purpose of Exhibit D is to enter past actual quarterly statistics from Exhibits A, B and C, and then derive averages. The averages will be analyzed later to complete Exhibit E.
- Line (1) This line represents the total combined number of unduplicated cases in all modes authorized to receive services during the quarter. Combine each mode's appropriate quarterly totals from columns A, E and I, and place the totals in columns P, Q, R and S as appropriate. Next, add the numbers entered in line 1 columns P, Q, R and S to derive the total in column T.
- Line (3) This line represents the count of unduplicated cases in all modes for which services were paid during the quarter. Combine each mode's appropriate quarterly totals from columns B, F and J, and place the total in columns P, Q, R and S as appropriate. If a case receives services in more than one mode, count it only once in this total count. Next, add the numbers entered in line 3 columns P, Q, R and S to derive the total in column T.
- Line (2) This line represents the percent of Paid to Open cases. Divide line 3 by line 1 in each column (col's. P thru T). Round to two decimal places.
- Line (4) This line represents the count of paid cases in the IP mode during the quarter. Copy the appropriate quarterly totals from column B. Next, add the numbers entered in line 4 columns P, Q, R and S to derive the

total in column T.

- Line (5) This line represents the percent of paid IP cases to the entire paid caseload. Divide line 4 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (6) This line represents the count of paid service hours in the IP mode during the quarter. Copy the appropriate quarterly totals from column C. Next, add the numbers entered in line 6 columns P,Q,R and S to derive the total in column T.
- Line (7) This line represents the average hours per paid case in the IP mode during the quarter. Divide line 6 by line 4 in each column (col's. P thru T). Round to two decimal places.
- Line (9) This line represents the total cost of expenditures in the IP mode during the quarter. Copy the appropriate quarterly totals from column D. Next, add the numbers entered in line 9 columns P,Q,R and S to derive the total in column T.
- Line (8) This line represents the average cost per service hour in the IP mode during the quarter. Divide line 9 by line 6 in each column (col's. P thru T).
- Line (10) This line represents the count of cases for which services were paid in the Contract mode during the quarter. Copy the appropriate quarterly totals from column F. Next, add the numbers entered in line 10 columns P,Q,R and S to derive the total in column T.
- Line (11) This line represents the percent of paid Contract cases to the entire paid caseload. Divide line 10 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (12) This line represents the number of paid service hours in the Contract mode during the quarter. Copy the appropriate quarterly totals from column G. Next, add the numbers entered in line 12 columns P,Q,R and S to derive the total in column T.
- Line (13) This line represents the average hours per paid case in the Contract mode during the quarter. Divide line 12 by line 10 in each column (col's. P thru T). Round to two decimal places.
- Line (15) This line represents the total cost of expenditures in the Contract mode during the quarter. Copy the appropriate quarterly totals from column H. Next, add the numbers entered in line 14 columns P,Q,R and S to derive the total in column T.
- Line (14) This line represents the average cost per service hour in the Contract mode during the quarter. Divide line 15 by line 12 in each column (col's. P thru T).
- Line (16) This line represents the count of cases for which direct services were provided in the Welfare Staff mode during the quarter. Copy the

appropriate quarterly totals from column J. Next, add the numbers entered in line 16 columns P,Q,R and S to derive the total in column T.

- Line (17) This line represents the percent of paid Welfare Staff cases to the entire paid caseload. Divide line 16 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (18) This line represents the number of direct service hours in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column K. Next, add the numbers entered in line 18 columns P,Q,R and S to derive the total in column T.
- Line (19) This line represents the average hours of direct service per case in the Welfare Staff mode during the quarter. Divide line 18 by line 16 in each column (col's. P thru T). Round to two decimal places.
- Line (21) This line represents the direct service prorata share of casework and overhead expenditures in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column O. Next, add the numbers entered in line 21 columns P,Q,R and S to derive the total in column T.
- Line (20) This line represents the average cost per direct service hour in the Welfare Staff mode during the quarter. Divide line 21 by line 18 in each column (col's. P thru T).
- Line (22) This line represents the prorata share of time study hours devoted to IP Supervision per quarter. Multiply the quarterly totals from column L by three (3) and enter that figure in the appropriate column (P thru S). Next add the figures entered in line 22 columns P thru S and enter the total in column T.
- Line (24) This line represents the prorata share of Casework and Overhead expenditures devoted to IP Supervision during the quarter. Copy the appropriate quarterly totals from column O. Next add the numbers entered in line 24 columns P, Q, R and S, to derive the total in column T.
- Line (23) This line represents the average cost per hour of IP Supervision during the quarter. Divide line 24 by line 22 in each column (P thru S).
- Line (25) This line represents any other program costs included in quarterly administrative claims submitted to SDSS i.e. EDP (DFA 325.1A) and Staff Development (DFA 327.3A), but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns P, Q, R and S to derive the total in column T. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (26) This line represents the total paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in each column (col's. P thru T).
- Line (27) This line represents the average hours per case for all modes during

the quarter. Divide line 26 by line 3 in each column (col's. P thru T). Round to two decimal places.

Line (29) This line represents the total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. P thru T).

Line (28) This line represents the average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's. P thru T).

INSTRUCTIONS FOR EXHIBIT E

General - The overall purpose of Exhibit E is to analyze averages and trends from the past four quarters to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to designate explanatory footnotes that must accompany the county plan (i.e. "The average cost/hour over the past 4 qtrs was used" or "The FY 87-8 fourth qtr. average hours/case was used." See headings entitled "Ref #".) The averages are then used to derive projected statistics (the inverse of Exhibit D).

Line (2) This line represents the projected percent of Paid to Open cases during the quarter. Enter the predicted value in the appropriate column (col's U thru X) - using the rate from the FY 87-8 fourth quarter (Col. S, Line 2). If a county chooses to use a different method, it must be explained in the footnotes (See headings entitled "Ref #"). Round to two decimal places.

Line (3) This line represents the number of projected unduplicated Paid cases during the quarter. Quarterly values provided in the FY 88-89 IHSS Allocation Letter may be used unless the county wishes to justify an alternative projection method in accompanying footnotes. Next, add the numbers entered in line 3 columns U, V, W and X to derive the total in column Y.

Line (1) This line represents the number of projected unduplicated Open cases during the quarter. Divide line 3 by line 2 (i.e. 1,000 Paid cases / 90% = 1,111 Open cases), in each column (col's. U thru X). Next, add the numbers entered in columns U, V, W and X to derive the total in column Y. Round to the nearest whole number.

Line (5) This line represents the percent of IP cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from the FY 87-8 fourth quarter (Col. S, Line 5) unless the county is experiencing a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.

Line (4) This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.

- Line (7) This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Col.'s P thru S, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at projected hours per case. Or, enter the FY 87-8 fourth quarter rate (Col. S, Line 7) in the appropriate column (col's. U thru X). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (6) This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. U thru Y). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (8) This line represents the average cost per hour in the IP mode during the quarter. Enter the FY 87-88 fourth qtr. rate (Col. S, Line 8) in the appropriate column (col's. U thru X).
- Line (9) This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (11) This line represents the percent of Contract cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from FY 87-88 fourth quarter (Col. S, Line 11) unless the county is experiencing a shift in Mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (10) This line represents the number of Paid cases in the Contract mode during the quarter. Multiply line 11 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (13) This line represents the average hours per case in the Contract mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or, enter the FY 87-88 Fourth qtr. rate (Col. S, Line 13) in the appropriate column (col's. U thru X). If a county chooses to use a different method it must be explained in footnotes accompanying the plan and referenced by number to the left of the appropriate column (see headings entitled Ref #"). Round to two decimal places.
- Line (12) This line represents the total projected paid service hours in the Contract mode during the quarter. Multiply line 10 times line 13 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.

- Line (14) This line represents the average cost per hour in the Contract mode during the quarter. Enter the FY 88-9 contracted hourly rate in the appropriate column (col's. U thru X).
- Line (15) This line represents the total projected cost of the Contract mode during the quarter. Multiply line 12 times line 14 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (17) This line represents the percent of Welfare Staff cases to the entire paid caseload. (If none, enter zero). Enter the predicted value in the appropriate column (col's. U thru Y) - using the rate from the FY 87-8 fourth quarter (Col. S, Line 17). Round to two decimal places.
- Line (16) This line represents the number of cases for which direct services will be provided during the quarter. Multiply line 17 times line 3 in each column (col's. U thru X). (If none, enter zero.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. This total must not exceed the total of Exhibit D, line 16, Column T. To maintain this total at or below FY 87-8 level any and all excess cases must be included in the Individual Provider projection (Line 4, Column Y). Round to the nearest whole number.
- Line (19) This line represents the average hours of direct service per case in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or, enter the FY 87-8 fourth quarter rate (Col. S, Line 19) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (18) This line represents the total projected direct service hours in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. U thru X). (If the values entered in lines 16, 17 and 19 are zero, then enter the predicted hours directly.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (20) This line represents the average direct service cost per hour in the Welfare Staff mode during the quarter. Enter the FY 87-8 fourth qtr. rate (Col. S, Line 20) in the appropriate column (col's. U thru Y). Increases in the Welfare Staff cost per hour of 4% (four percent) were provided for in the 1988 Budget Act.
- Line (21) This line represents the total projected direct service cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the

nearest whole number.

- Line (22) This line represents the total projected hours worked in the Welfare Staff - IP Supervision mode during the quarter. In order to predict the hours to be worked, the four quarters of the prior year (col's. P thru S, line 22) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours. Or, enter the FY 87-88 fourth quarter total (col. S, line 22) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").
- Line (23) This line represents the average cost per hour in the Welfare Staff - IP Supervision mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (col's. P thru S, line 23) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the cost per hour. Or, enter the FY 87-88 fourth quarter rate (col. S, line 23) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").
- Line (24) This line represents the total projected cost of the Welfare Staff - IP Supervision mode during the quarter. Multiply line 22 times line 23 in each column (col's. U thru X). Next, add the numbers entered in cols. U, V, W and X to derive the total in column Y. Round to the nearest whole dollar.
- Line (25) This line represents any other projected program costs to be included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 325.1A) and staff development (DFA 327.3A) but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns U, V, W and X to derive the total in column Y. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (26) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in each column (col's. U thru Y).
- Line (27) This line represents the projected average hours per case for all modes during the quarter. Divide line 26 by line 3 in each column (col's. U thru Y). Round to two decimal places.
- Line (29) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. U thru Y).
- Line (28) This line represents the projected average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's. U thru Y). Round to two decimal places.